

Instructions for Completing the “USDA Waivers” Section of Connecticut’s Online Application and Claiming System for Child Nutrition Programs (CNP System)

Child and Adult Care Food Program (CACFP)

School Year 2020-21



Connecticut State Department of Education
Bureau of Health/Nutrition, Family Services and Adult Education
Child Nutrition Programs
450 Columbus Boulevard, Suite 504
Hartford, CT 06103-1841

February 2021

Pursuant to the COVID-19 Child Nutrition Response Act (H.R. 6201, Title II), and the exceptional circumstances of the COVID-19 public health emergency, the U.S. Department of Agriculture (USDA) Food and Nutrition Service (FNS) has established nationwide waivers to support access to nutritious meals, while enforcing recommendations from public health experts with regard to social distancing measures. These waivers apply to all states that elect to use them. The Connecticut State Department of Education (CSDE) has opted to implement these waivers.

Connecticut sponsors of the Child Nutrition Programs must meet certain requirements to implement the USDA waivers. Sponsors must:

- follow specific CSDE guidance;
- indicate to the CSDE which waivers will be implemented at each school/site; and
- apply to the CSDE to implement certain waivers.

To comply with the second requirement above, all CACFP sponsors must complete the required information for the USDA nationwide waivers in the CSDE's [Online Application and Claiming System for Child Nutrition Programs \(CNP System\)](#) no later than **February 26, 2021**. This guide provides instructions for sponsors on how to enter this information in the CNP System. For questions regarding this information, please contact the applicable CSDE staff in the CSDE's Bureau of Health/Nutrition, Family Services and Adult Education (see "[CSDE Contact Information](#)" in this document).



For detailed guidance on the current USDA nationwide waivers and the CSDE's application requirements, visit the "[Operation of Child Nutrition Programs during Coronavirus \(COVID-19\) Outbreaks](#)" section of the CSDE's Child Nutrition Programs webpage, or contact the [applicable CSDE staff](#) in the CSDE's Bureau of Health/Nutrition, Family Services and Adult Education, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103-1841.

This document is available at https://portal.ct.gov/-/media/SDE/Nutrition/CNPsystem/Instructions_USDA_Waivers_CNP_System_CACFP.pdf.

Contents

CSDE Contact Information	2
1 — Accessing the USDA Waivers Section.....	3
Uploading Document Attachments	8
2 — Program-specific Instructions for the CACFP	9
USDA CACFP Waivers	9
Waiver 1: Allow Non-congregate Feeding through 6/30/2021	11
Waiver 2: Allow Parents/Guardians to Pick Up Meals for Children through 6/30/2021	11
Waiver 3:.....	12
Waiver 4: Nationwide Meal Pattern Flexibility Waiver through 6/30/2021	13
Waiver 5: Area Eligibility for At-Risk Afterschool Programs through 6/30/2021	13
Waiver 6: Nationwide Waiver of Onsite Monitoring Requirements for Sponsors in the Child and Adult Care Food Program through 9/30/2021.....	14
3 — Resources.....	15
USDA Nationwide Waivers.....	15
Websites.....	18

CSDE Contact Information

For questions regarding this information, please contact the CSDE staff in the CSDE's Bureau of Health/Nutrition, Family Services and Adult Education.

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For more information, visit the CSDE's [Child Nutrition Programs](#) webpage.

1 — Accessing the USDA Waivers Section

This section includes general instructions for the SSO, SFSP, and CACFP. [Section 2](#) includes program-specific instructions for the USDA waivers that apply to the CACFP.

1. Access the CSDE's Online Application and Claiming System for Child Nutrition Programs (CNP System) at <https://ct.cnpus.com/prod/Splash.aspx>.

Connecticut

Returning Users: Log On

User ID:

Password:

[Forgot Your Password?](#)

Log On

CT State Department of Education

Child Nutrition Programs Online System

School Nutrition Sponsors: For assistance with the CNP System, contact the Help Desk at ColyarHelp.SDE@ct.gov or 860-713-6681.

Child and Adult Care Food Program (CACFP) Sponsors: Contact CACFP Staff at <https://portal.ct.gov/SDE/Nutrition/CACFP-Contact> for assistance.

Summer Food Service Program (SFSP) Sponsors: Contact Caroline Cooke for assistance.

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Links

- [State Department of Education](#)
- [CACFP Resources](#)
- [SNP Resources](#)

CNP press

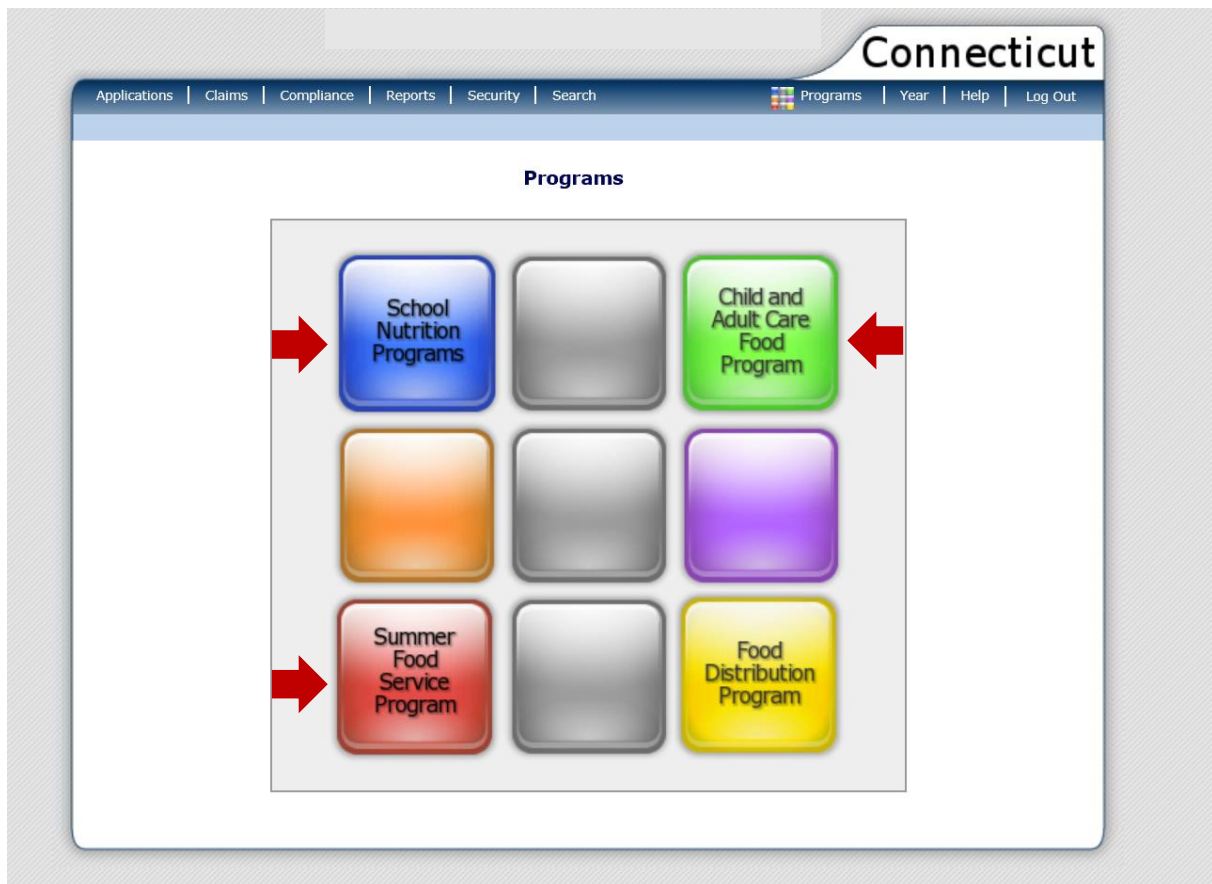
Copyright © 2019 Colyar Technology Solutions

2. Log in with your **User ID** and **Password**.

1 | Accessing USDA Waivers

3. Click on the applicable Child Nutrition Program.

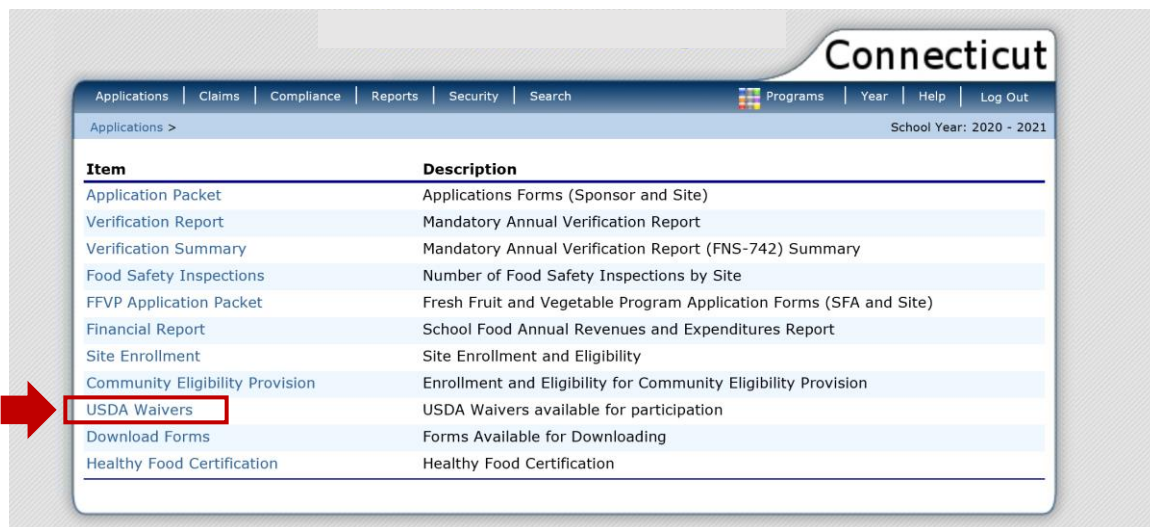
- Click on **School Nutrition Programs** for the CACFP.
- Click on **Summer Food Service Program** for the SFSP.
- Click on **Child and Adult Care Food Program** for the CACFP.



4. Click on **Applications**.



5. Click on **USDA Waivers**.



1 | Accessing USDA Waivers

- Click on **Detail** next to the corresponding school year.

USDA Waivers List

Status: Active

Type of Agency: Educational Institution
Type of SNP Organization: Public

Action	School Year	# of Sites	Status
Detail	2020 - 2021	0	Not Started
	2019 - 2020	0	Not Started

[< Back](#)

- Click on **Add** for each school/site, one at a time. The waivers specific to the program (CACFP, SFSP, or CACFP) will appear.

**USDA Waivers Received by Site List
For School Year 2020 - 2021**

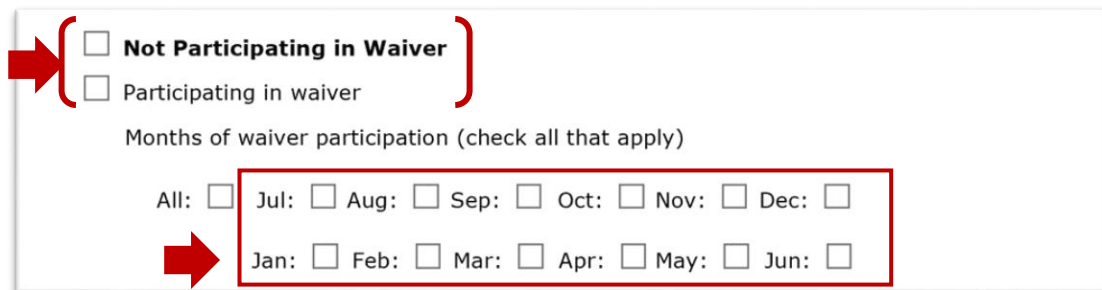
Status: Active

Type of Agency: Educational Institution
Type of SNP Organization: Public

Action	Version	Site ID	Site Name	# Waivers	Status
Add		04	Elementary School	0	Not Started
Add		05	School	0	Not Started
Add		06	School Elementary	0	Not Started
Add		07	School Elementary	0	Not Started
Add		51	Middle School	0	Not Started
Add		52	Middle School	0	Not Started
Add		62	School High	0	Not Started

- Check the box next to “**Not Participating in Waiver**” or “**Participating in waiver.**”
See [section 2](#) for program-specific instructions.
- If the sponsor selects “**Participating in waiver,**” check all months that apply for the current school year. Select the months of waiver participation by checking the applicable boxes or selecting the “**All**” checkbox to include all months. Repeat this action for all questions.

- **Note:** Do not check “All” unless the sponsor was approved to operate in every month, including July. For the CACFP, the eligible months for waivers 1-5 include October 2020 through June 2021. For waiver 6 only, the eligible months of waiver participation include October through December 2020, and January through September 2021. For more information, see “[Waiver 6: Nationwide Waiver of Onsite Monitoring Requirements for Sponsors in the Child and Adult Care Food Program through 9/30/2021](#)” in section 2.



☐ **Not Participating in Waiver**

☐ Participating in waiver

Months of waiver participation (check all that apply)

All: ☐ Jul: ☐ Aug: ☐ Sep: ☐ Oct: ☐ Nov: ☐ Dec: ☐

Jan: ☐ Feb: ☐ Mar: ☐ Apr: ☐ May: ☐ Jun: ☐

- Select the **Tooltip** for additional information by clicking on the **question mark** in the small blue circle.

6. SSO Waiver of Meal Service Time Restrictions – through 6/30/2021

☐ Not Participating in Waiver

☐ Participating in waiver

Months of waiver participation (check all that apply)

All: ☐

Tooltip

<https://portal.ct.gov/SDE/Nutrition/Child-Nutrition-Programs#CurrentWaiversSFSPSSO>

Close

- After completing all waivers, the school/site’s status will be “Submitted” or “Complete.” If the answer to all waivers is “Not Participating in Waiver,” the status will be “Complete.”

Type of Agency: Educational Institution
Type of SNP Organization: Public

Action	Version	Site ID	Site Name	# Waivers	Status
View Modify	Original	02	School	9	Submitted
View Modify	Original	03	School	7	Submitted
View Modify	Original	04	School	7	Submitted
View Modify	Original	51	Junior High School	7	Submitted
View Modify	Original	61	High School	7	Submitted

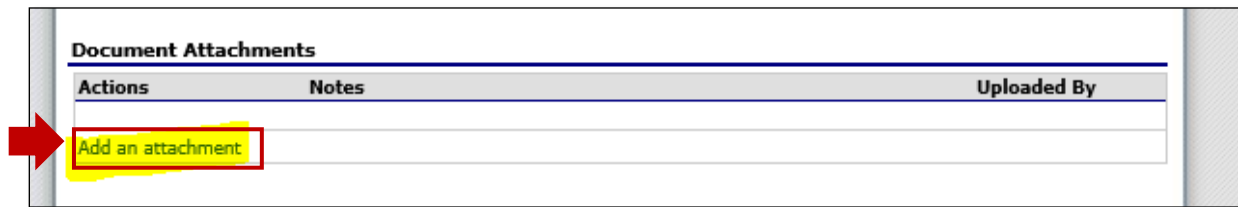
< Back

1 | Accessing USDA Waivers

Uploading Document Attachments

This section explains how to upload any required documents. *See [section 2](#) for program-specific instructions for required documents.*

Go to the bottom of the site's **USDA Waiver Requests by Site Detail** page and click **Add an attachment**.

A screenshot of a web form titled "2020 - 2021 SNP Waiver Site Attachment Upload". At the top, it says "Applications > USDA Waivers List >" and "School Year: 2020 - 2021". There are "MODIFY" and "DELETE" links. Below the title, it says "030 Status: Active". The form is divided into an "Upload Detail" section. Step 1 is "File To Upload:" with a "Choose File" button and the text "No file chosen". Step 2 is "Comment:" with a text area. At the bottom, there are "Save" and "Cancel" buttons. Red arrows point to the "Choose File" button, the "Comment:" label, and the "Save" button. The "Save" button is highlighted with a red background.

1. Select the **Choose File** button to access your computer's files. Select a file, then choose **Open**.
2. Add a **Comment**.
3. Select **Save**. The attachment will display on the Document Attachments List.

2 — Program-specific Instructions for the CACFP

The instructions in this section apply only to the CACFP.

The current CACFP program year began on October 1, 2020. **The CSDE has not yet approved CACFP sponsors to operate past June 30, 2021.** The “Nationwide Waiver of Onsite Monitoring Requirements for Sponsors in the CACFP” is the only waiver that the USDA has extended through September 30, 2021, to coincide with the end of Federal fiscal year 2020-21.

When completing the “USDA Waivers” section in the CNP System, sponsoring organizations must indicate the months between **October 2020 and June 2021** for which they were approved by the CSDE to operate the CACFP and implement the corresponding waiver.

USDA CACFP Waivers

The USDA has implemented six nationwide waivers for the CACFP. Sponsors must answer the six waiver questions for **each** approved CACFP school/site.

Note: The USDA waivers for the CACFP apply only to eligible CACFP participants enrolled in the center.

1. **Allow Non-congregate Feeding in the Child Nutrition Programs – through 6/30/21**

☐ **No Waivers Have Been Received**

☐ Participating in waiver

Months of waiver participation (check all that apply)

All: ☐ Jul: ☐ Aug: ☐ Sep: ☐ Oct: ☐ Nov: ☐ Dec: ☐

Jan: ☐ Feb: ☐ Mar: ☐ Apr: ☐ May: ☐ Jun: ☐

Distribution method (Grab and Go, Household Delivery, etc.)

2. **Allow Parents and Guardians to Pick Up Meals for Children – through 6/30/21**

☐ **No Waivers Have Been Received**

☐ Participating in waiver

Months of waiver participation (check all that apply)

All: ☐ Jul: ☐ Aug: ☐ Sep: ☐ Oct: ☐ Nov: ☐ Dec: ☐

Jan: ☐ Feb: ☐ Mar: ☐ Apr: ☐ May: ☐ Jun: ☐

USDA CACFP Waivers, *continued*

3. **Waiver of Meal Service Time Restrictions – through 6/30/21**

☐ **No Waivers Have Been Received**

☐ Participating in waiver

Months of waiver participation (check all that apply)

All: ☐ Jul: ☐ Aug: ☐ Sep: ☐ Oct: ☐ Nov: ☐ Dec: ☐

Jan: ☐ Feb: ☐ Mar: ☐ Apr: ☐ May: ☐ Jun: ☐

4. **Allow Meal Pattern Flexibility – through 6/30/21**

☐ **No Waivers Have Been Received**

☐ Participating in waiver

Months of waiver participation (check all that apply)

All: ☐ Jul: ☐ Aug: ☐ Sep: ☐ Oct: ☐ Nov: ☐ Dec: ☐

Jan: ☐ Feb: ☐ Mar: ☐ Apr: ☐ May: ☐ Jun: ☐

5. **Waiver of Area Eligibility in the Child and Adult Care Food Program At-Risk Afterschool Care Component – through 6/30/21**

☐ **No Waivers Have Been Received**

☐ Participating in waiver

Months of waiver participation (check all that apply)

All: ☐ Jul: ☐ Aug: ☐ Sep: ☐ Oct: ☐ Nov: ☐ Dec: ☐

Jan: ☐ Feb: ☐ Mar: ☐ Apr: ☐ May: ☐ Jun: ☐

6. **Waiver of Onsite Monitoring Requirements for Sponsors in the Child and Adult Care Food Program – through 9/30/21**

☐ **No Waivers Have Been Received**

☐ Participating in waiver

Months of waiver participation (check all that apply)

All: ☐ Jul: ☐ Aug: ☐ Sep: ☐ Oct: ☐ Nov: ☐ Dec: ☐

Jan: ☐ Feb: ☐ Mar: ☐ Apr: ☐ May: ☐ Jun: ☐

Waiver 1: Allow Non-congregate Feeding through 6/30/2021

CACFP sponsors **must** indicate all distribution methods occurring at each site. Examples include grab-and-go distribution of meals for multiple days, household delivery of meals, lunch in the classroom, and breakfast grab-and-go for the following day.

1. **Allow Non-congregate Feeding in the Child Nutrition Programs – through 6/30/21**

☐ **No Waivers Have Been Received**

☐ Participating in waiver

Months of waiver participation (check all that apply)

All: ☐ Jul: ☐ Aug: ☐ Sep: ☐ Oct: ☐ Nov: ☐ Dec: ☐

Jan: ☐ Feb: ☐ Mar: ☐ Apr: ☐ May: ☐ Jun: ☐

Distribution method (Grab and Go, Household Delivery, etc.)

Waiver 2: Allow Parents/Guardians to Pick Up Meals for Children through 6/30/2021

2. **Allow Parents and Guardians to Pick Up Meals for Children – through 6/30/21**

☐ **No Waivers Have Been Received**

☐ Participating in waiver

Months of waiver participation (check all that apply)

All: ☐ Jul: ☐ Aug: ☐ Sep: ☐ Oct: ☐ Nov: ☐ Dec: ☐

Jan: ☐ Feb: ☐ Mar: ☐ Apr: ☐ May: ☐ Jun: ☐

2 | Additional CACFP Instructions

Waiver 3: Waiver of Meal Service Time Restrictions through 6/30/2021

3. **Waiver of Meal Service Time Restrictions – through 6/30/21**

☐ **No Waivers Have Been Received**

☐ Participating in waiver

Months of waiver participation (check all that apply)

All: ☐ Jul: ☐ Aug: ☐ Sep: ☐ Oct: ☐ Nov: ☐ Dec: ☐

Jan: ☐ Feb: ☐ Mar: ☐ Apr: ☐ May: ☐ Jun: ☐

Waiver 4: Nationwide Meal Pattern Flexibility Waiver through 6/30/2021

To participate in this waiver, the CACFP sponsor must submit a separate application and receive approval from the CSDE.

1. If the sponsor has not previously submitted and been approved for the meal pattern flexibility waiver, download the CSDE's form, *Application for Meal Pattern Flexibility in the Child Nutrition Programs during School Year 2020-21*.
2. Complete the meal pattern flexibility waiver application and upload under attachments (see "Uploading Document Attachments" in section 1).
3. Check "**Participating in waiver**" if the sponsor is applying to participate in the meal pattern flexibility waiver.
4. **Allow Meal Pattern Flexibility – through 6/30/21**
 - ☐ **No Waivers Have Been Received**
 - ☐ Participating in waiver

Months of waiver participation (check all that apply)

All: ☐ Jul: ☐ Aug: ☐ Sep: ☐ Oct: ☐ Nov: ☐ Dec: ☐

Jan: ☐ Feb: ☐ Mar: ☐ Apr: ☐ May: ☐ Jun: ☐

Waiver 5: Area Eligibility for At-Risk Afterschool Programs through 6/30/2021

5. **Waiver of Area Eligibility in the Child and Adult Care Food Program At-Risk Afterschool Care Component – through 6/30/21**
 - ☐ **No Waivers Have Been Received**
 - ☐ Participating in waiver

Months of waiver participation (check all that apply)

All: ☐ Jul: ☐ Aug: ☐ Sep: ☐ Oct: ☐ Nov: ☐ Dec: ☐

Jan: ☐ Feb: ☐ Mar: ☐ Apr: ☐ May: ☐ Jun: ☐

2 | Additional CACFP Instructions

Waiver 6: Nationwide Waiver of Onsite Monitoring Requirements for Sponsors in the Child and Adult Care Food Program through 9/30/2021

Note: The eligible months of waiver participation (below) include **October through December 2020**, and **January through September 2021**.

- If the sponsor opts into this waiver for all of Federal fiscal year 2020-21 (October 2020 through September 2021), select “**All**.”
- If the months of operation are for school year 2020-21 (September 2020 through June 2021), leave the boxes for July and August unchecked.

6. **Waiver of Onsite Monitoring Requirements for Sponsors in the Child and Adult Care Food Program – through 9/30/21**

☐ **No Waivers Have Been Received**

☐ Participating in waiver

Months of waiver participation (check all that apply)

All: ☐ Jul: ☐ Aug: ☐ Sep: ☐ Oct: ☐ Nov: ☐ Dec: ☐

Jan: ☐ Feb: ☐ Mar: ☐ Apr: ☐ May: ☐ Jun: ☐

3 — Resources

USDA Nationwide Waivers

Table 1 summarizes the USDA nationwide waivers that apply to the CACFP, SFSP, and CACFP. Connecticut sponsors of the Child Nutrition Programs must meet certain requirements to implement these waivers. Sponsors must:

- follow specific CSDE guidance;
- indicate to the CSDE which waivers will be implemented at each school/site; and
- apply to the CSDE to implement certain waivers.

For additional guidance, please contact the applicable CSDE staff (see “[CSDE Contact Information](#)” in this document).

Table 1. Summary of USDA Nationwide Waivers for the CACFP, SFSP, and CACFP			
Waiver	Applies to		
	CACFP	SFSP	CACFP
Operations during school year 2020-21: COVID-19: Child Nutrition Response #59: Nationwide Waiver to Allow Summer Food Service Program and Seamless Summer Option Operations through School Year 2020-2021 – Extension (through June 30, 2021)	X	X	
Extend area eligibility: COVID-19 Child Nutrition Response #60: Nationwide Waiver to Extend Area Eligibility Waivers – Extension 3 (through June 30, 2021)	X	X	
Extend area eligibility: COVID-19: Child Nutrition Response #64: Nationwide Waiver to Allow Area Eligibility for Closed Enrolled Sites in the Summer Food Service Program and the National School Lunch Program Seamless Summer Option – Extension 2 (through June 30, 2021)	X	X	

**Table 1. Summary of USDA Nationwide Waivers
for the CACFP, SFSP, and CACFP, *continued***

Waiver	Applies to		
	CACFP	SFSP	CACFP
Area eligibility for At-risk Afterschool Programs: COVID-19: Child Nutrition Response #68: Nationwide Waiver of Area Eligibility in the Child and Adult Care Food Program At-Risk Afterschool Care Component – Extension (through June 30, 2021)			X
Non-congregate feeding: COVID-19 Child Nutrition Response #61: Nationwide Waiver to Allow Non-congregate Feeding in the Child Nutrition Programs – Extension 5 (through June 30, 2021)	X	X	X
Parent/guardian pickup: COVID-19 Child Nutrition Response #35: Nationwide Waiver to Allow Parents and Guardians to Pick Up Meals for Children – Extension 5 (through June 30, 2021)	X		X
Parent/Guardian Pick-up: COVID-19 Child Nutrition Response #62: Nationwide Waiver to Allow Parents and Guardians to Pick Up Meals for Children – Extension 5 (through June 30, 2021)		X	
Meal service time: COVID-19 Child Nutrition Response #34: Nationwide Waiver to Allow Meal Service Time Flexibility in the National School Lunch Program, School Breakfast Program, and Child and Adult Care Food Program – Extension 2 (through June 30, 2021)	X		X
Meal service time: COVID-19 Child Nutrition Response #66: Nationwide Waiver of Meal Service Time Restrictions in the Summer Food Service Program and the National School Lunch Program Seamless Summer Option – Extension 2 (through June 30, 2021)		X	

**Table 1. Summary of USDA Nationwide Waivers
for the CACFP, SFSP, and CACFP, *continued***

Waiver	Applies to		
	CACFP	SFSP	CACFP
Meal pattern flexibility: COVID-19 Child Nutrition Response #70: Nationwide Waiver to Allow Meal Pattern Flexibility in the Child Nutrition Programs – Extension 5 (through June 30, 2021)	X		X
Meal pattern flexibility: COVID-19 Child Nutrition Response #63: Nationwide Waiver to Allow Meal Pattern Flexibility in the Summer Food Service Program – Extension 8 (through June 30, 2021)		X	
Onsite monitoring requirements: COVID-19 Child Nutrition Response #42: Nationwide Waiver of Onsite Monitoring Requirements for Sponsoring Organizations in the Summer Food Service Program – Extension 2 (through September 30, 2021)		X	
Site visits: COVID-19 Child Nutrition Response #65: Nationwide Waiver to Waive First Week Site Visits in the Summer Food Service Program - Extension 2 (through June 30, 2021)		X	

Websites

Child Nutrition COVID-19 Waivers (USDA website):

<https://www.fns.usda.gov/programs/fns-disaster-assistance/fns-responds-covid-19/child-nutrition-covid-19-waivers>

Connecticut Online Application and Claiming System for Child Nutrition Programs (CSDE):

<https://portal.ct.gov/SDE/Nutrition/CNP-System>

Operation of Child Nutrition Programs during Coronavirus (COVID-19) Outbreaks
(CSDE webpage):

<https://portal.ct.gov/SDE/Nutrition/Child-Nutrition-Programs#coronavirus>

USDA Nationwide COVID-19 Waivers for School Year 2020-21 (CSDE webpage):

<https://portal.ct.gov/SDE/Nutrition/Child-Nutrition-Programs#USDAWaivers>

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To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

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CONNECTICUT STATE
DEPARTMENT OF EDUCATION